



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PROPERTY ASSESSMENT COORDINATOR II

Job Number: 20001786

Job Code: 95100V150716

Job Group: 9500 - REVENUE

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates and reviews the work of and provides technical assistance to Property Valuation Administrators. Appraises real and/or personal property; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in business administration, accounting, engineering, real estate or a related field.

EXPERIENCE:

Must have one year of experience in property assessment or appraisal.

Substitute EDUCATION for EXPERIENCE:

Graduate study in one of the above or related fields will substitute for the experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Property assessment or appraisal experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Appraises real and/or personal property to determine assessments using mass appraisal. Coordinates the activities between Property Valuation Administrators (PVAs) and the cabinet. Provides technical and organizational coordination to PVAs. Makes inheritance appraisals. Reviews assessments and sales ratios and levels of assessment with PVAs. Makes special appraisals on properties when appraisals are appealed to the local boards and the Kentucky Board of Tax Appeals (KBTA). Gives expert testimony before the KBTA and courts. Provides assistance and information to taxpayers. Provides technical assistance to local officials on property tax laws, policies and procedures.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Travel is required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.